

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

EXEMPT JOB DESCRIPTION

Job Title: Mental Health Midlevel
Practitioner

Approval Date:

Reports to: Chief Outpatient Mental Services

Grade: 21

hr review:kdm 4/05

Approval: Director, Human Resources

Job #: 280

POSITION SUMMARY Briefly describe the primary purpose of this job and location:

This is a highly responsible position for an individual to conduct Midlevel mental health treatment. Such treatment will include maintaining a small independent caseload and assisting other mental health providers in their clinical treatment of patients.

I. KEY RESPONSIBILITIES

Key Responsibility #1: (85%)

Provide mental health care services to outpatients in collaboration with the physician staff.

This may include providing mental health evaluations, problem based counseling, medication management, and other appropriate treatment.

Key Responsibility #2: (10%)

Provides hospital based mental health assessment, consultation, and liaison to medical staff.

Key Responsibility #3: (5%)

Provides emergency room and inpatient responsibilities day, night and weekend on call coverage as part of the mental health team.

Key Responsibility #4: (%)

Abides by medical staff by laws and clinical policies and procedures. Applies for and is accepted for Mt. Edgecumbe Hospital Medical Staff membership and privileges to perform clinical responsibilities.

Key Responsibility #5: (%)

Participates in develops and coordinates staff participation in SQM activities. Utilizes SQM tools as applicable to build department staff SQM skills. Promotes SQM team activity within department.

II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- (A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Graduation from PA or NP training program.

National Certification as a Physician assistant.

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- (B) Is a special course of training required to qualify for this job?
[X] Yes [] No. If so, please specify type and duration.

Licensed in State of Alaska. Licensed in Alaska within 6 months of employment.

- (C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

2 years experience in mental health treatment at the PA/NP level or prior training and experience that allows the practitioner to work independently in a wide range of mental health settings.

III. **KNOWLEDGE, SKILL AND ABILITY**

- (A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.
Demonstrated knowledge of clinical mental health treatment or proven expertise as family nurse practitioner that will ensure ability to master necessary mental health and substance use treatment skills. Knowledge of health care administration in the outpatient setting, human resources policies and procedures.

- (B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

Professional clinical skills in the practice of medicine, including patient education and assessment, diagnosis and treatment behavioral health conditions.

Administrative, supervisory and organizational skills

Ability to work cooperatively with other health care professionals

Excellent oral and written communication skills

IV. **DECISION-MAKING/PROBLEM-SOLVING**

- (A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

Patient assessments and evaluations to determine appropriate therapy
Requires clinical decisions regarding direct patient care and the need for medical collaboration with physician and mental health staff. These decisions directly affect

patients and their families. Requires decisions regarding clinic staff, organization

and preparation. Deficiencies in these areas can adversely affect patient care and

clinic function.

(B) Using the decisions/problems described above, describe how these decisions are

reached or problems solved and how closely the results are reviewed by

your manager.

Difficult clinical decisions and interventions will regularly involve SEARHC

psychiatrists and other mental health clinical staff. Clinical work will be

periodically reviewed by the collaborative physician.

If the practitioner does not have extensive mental health background, a significant

course of mental health training will be conducted to advance the Midlevel

practitioners background in this area.

Under the general supervision of the clinic manager who will work closely with

the practitioner.

V. **RESPONSIBILITY FOR CONTACTS**

Indicate the types of jobs or persons with which this job typically requires contact. Do

not include contacts with direct superiors or subordinates. Include face-to-face, telephone

and written communications with persons within and outside SEARHC. Indicate

frequency of contact with the words frequent or infrequent.

| Job or <u>Persons Contacted</u> | Purpose of Contact | Frequency in <u>Normal Duties</u> |
|------------------------------------|--|--------------------------------------|
| Clients | Clinical Services | Very Frequent |
| Mental Health Colleagues | Info. Exchange, collaboration | Very Frequent |
| Community Agencies | Info. Exchange, expanding MH II role in community | Very Frequent |
| SEARHC Depts | collaboration, info. Exchange. | Very Frequent |
| Office Staff | Administrative Supervision | occasional |

VI MANAGEMENT SPAN AND CONTROL

Does this job supervise others? ☐ Yes ☒ No

If so, list the job titles and number of employees reporting to this job. Include direct and

indirect reporting relationships.

Position Title

Number of Employee

VII. **SUPERVISORY CONTROL**

This position is largely conducted independently with consultation available from Supervisor.

Mental Health Midlevel Practitioner

| Minimum Requirements | Meets | Does Not Meet |
|----------------------|-------|---------------|
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| Graduation from PA or NP training program. National Certification as a Physician assistant. | | |
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| Licensed in Alaska within 6 months of employment. | | |
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| 2 years experience in mental health treatment at the PA/NP level or prior training and experience that allows the practitioner to work independently in a wide range of mental health settings. | | |
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[illegible]

[illegible]

[illegible]

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Applicant's Rating (check one)

Meets_____

Does Not Meet

Signature of Rater & Date

Summary of Evaluation of Application/Resume: (Include here the work experience "NUMBER" assigned work

experience listed on the resume/application that meets the above requirements)

Example: 1/30/95 to 2/01/95 equals 2 days experience. 1/95 to 2/95 is 1 month

experience. 1995-1996 is 2 months experience.

| Name | Native | Non-Native |
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Recruitment

For

Mental Health Midlevel Practitioner

Position: Fulltime, Benefitted - Sitka

Salary: \$56,160.00 to \$62,067.20 DOE

Duties:

This is a highly responsible position for an individual to manage the daily operations of the

mental health clinic while conducting Midlevel mental health treatment. Such treatment will

include maintaining a small independent caseload and assisting other mental health

providers in their clinical treatment of patients.

Minimum Requirements:

Graduation from PA or NP training program.

National Certification as a Physician assistant.

Licensed in State of Alaska. Only Commissioned Officers may be licensed outside of Alaska

and be licensed in Alaska within 6 months of employment.

2 years experience in mental health treatment a the PA/NP level.

2 years experience as a Midlevel practitioner at the PA/NP level can count as a single year of

mental health experience, plus 1 year experience in managing clinical programs.

Knowledge, Skills, and Abilities:

Demonstrated knowledge of clinical mental health treatment or proven expertise as family

nurse practitioner that will ensure ability to master necessary mental health and substance

use treatment skills.

Knowledge of health care administration in the outpatient setting, human resources policies

and procedures.

Professional clinical skills in the practice of medicine, including patient education and

assessment, diagnosis and treatment behavioral health conditions.

Administrative, supervisory and organizational skills

Ability to work cooperatively with other health care professionals

Excellent oral and written communication skills

How to Apply:

Submit applications to SEARHC Human Resources, 222 Tongass Drive, Sitka,

AK 99835. Call 907-966-8311 or Fax 907-966-8527. Preference given to Alaska

Native/American Indian applicants who meet minimum requirements. (P.L.

93-638).

Closes: Open Until Filled

Job# 280

ADVERTISEMENT:

Market Survey

for

Position No. _____

Position Title:_____

| Survey Title | Survey Job Title & Number | Survey Mid Point | Mid Point w/ SE COL | |
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